```
old eroc: _____  new foa: _____  old group: _____  new div: _____

                                     old dist : _____  new dist:_____
```

EROC RESTRUCTURE CHECKLISTS:

(PC) = Processing Center action
(FS) = Field Site action
(CS) = CEFMS Support action

Primary Site POC : _____

Phone number(s) : _____

_____

Prior to start of conversion:

(1)   (PC) setup U-PASS administrators new userids in U-PASS database and give correct
        ownerships. Give access to new CYBER family, copy over user's U-PASS directory, modify
        scripts, script names, prolog and give access to U-PASS.
(2)   (PC) ensure /usr/tools/ush.env login templates are setup on all appropriate systems
(3)   (PC) ensure /etc/familyrc/ <eroc>cshrc file is setup on all appropriate systems
(4)   (PC) notify network support of planned time for remac and request that nework changes not be
        performed during that time.
(5)   (PC) establish new DNS title for site, the old title is to be retained for a time period of 6 mos
(6)   (PC) add new CDCNET user telnet gateways if old ones exist
(7)   (PC) verify arch / noarch versions of init ora files are correct

(8)   (FS) ensure PROMIS U-PASS admin has permissions / roles in PROMIS db (for new userid)
(9)   (FS) Notify REMIS support (Reddy Solipuram at SAD as to when you expect to need his
        assistance on doing the REMIS section. He will provide his home / cell phone number if needed.
(10)   (FS) ensure userids doing Robert Richard letter activities have default role=DBA
(11)   (FS) Notify processing center of any printers that need names changed
            names:_____
(12)   (FS) If doing own check disbursing, get software/procedure from Fred Anderson for re-
        registering cards used in disbursing. Re-registering requires the serial number not the actual card.
(13)   (FS) Contact CEFC-AS to get special access procedure needed to use data manager screen
        10.RSF, Restructure
(14)   (FS) Verify that your database will not have a maxextents problem. Contact CEFMS support if
        there are any concerns.
(15)   (FS) Confirm that the **organization** code changes are effective in the personnel (ACPERS)
        database. If the organization code changes are not effective before executing the "Change
        FOA/ORGANIZATION code" option then **EMPLOYEES ARE SUBJECT TO NOT BEING
        PAID.** Coordinate this with CENWD-MR-RM (Annette Epperson).
(16)   (FS) Confirm that the **UIC** code changes are effective in the personnel (ACPERS) database. If
        the UIC code changes are not effective before executing the "Change UIC code" option then
        EMPLOYEES ARE SUBJECT TO NOT BEING PAID. Coordinate this with CENWD-MR-
        RM (Annette Epperson).
(17)   (FS) Coordinate oraganization and UIC changes with CEFC-AS (Don Daniels) to ensure
        headquarters data manager tables are changed to reflect the new foa code. Tables of concern
        include: FOA MASTER, FOA DSSN CORRELATION, FOA FSN CORRELATION, UNIT
        INDENTIFICATION CODE (UIC) MASTER and ALLOTMENT MASTER.
(18)   (FS) record old and new UIC codes for both military and civil

            Military: old UIC: _____new UIC: _____

```
old eroc: _____   new foa: _____   old group: _____   new div: _____

                                        old dist : _____   new dist:_____
```

Civil   : old UIC: _____new UIC: _____

One day before Conversion:

(19)   (FS) stop doing U-PASS activities (no adds, deletes, changes to user's U-PASS entries)

(20)   (PC) check for any userid with new eroc – be sure they are in the new "family" – move them and
        update U-PASS to reflect correct family
(21)   (PC) query U-PASS for already existing ids in new eroc – remind site to ensure no file conflicts
(22)   (PC) backup U-PASS database prior to bulk change
(23)   (PC) Bulk load new userids (see details in site notice document).
(24)   (PC) Check counts of new userids and their capabilities against counts for old userids/capabilities
(25)   (PC) honor U-PASS requests on ALL systems.

(26)   (FS) honor bulk adds against non-CEFMS databases (e.g. PROMIS) and against field systems.

Start of Conversion:

(27)   (FS) Normal CEFMS activities are stopped.
(28)   (FS) save a copy of the current CEFMS cron job and then do **crontab –r** to remove the active
        crontab
(29)   (FS) Notify processing center
(30)   (FS) modify user's tnsnames files on PC's to reflect new PROMIS database name

(31)   (PC) check to ensure no cron jobs exist for any userids within the eroc
(32)   (PC) shutoff archiving on the CEFMS database (*sid noarchive <SIDNAME>*)
(33)   (PC) change sequence file for CEFMS database to shutoff normal backups and have sidstate
        RESTRICT
(34)   (PC) Backup CEFMS database and verify it is brought up in RESTRICTED mode
                schedule: _____   tape number: _____
(35)   (PC) Notify field site that backup is complete **– field site may begin CEFMS database changes**
(36)   (PC) change sequence file for PROMIS database to shutoff normal backup and to have sidstate
        RESTRICT
(37)   (PC) Backup PROMIS database
                schedule: _____   tape number: _____
(38)   (PC) Perform Database rename of PROMIS database (see database rename checklist below)
(39)   (PC) backup PROMIS database under new name
                schedule: _____   tape number: _____
(40)   (PC) move PROMIS database to other processing center if needed (m1/l4, f4/b5, f5/b6)
(41)   (PC) backup PROMIS database at new site if moved
                schedule: _____   tape number: _____
(42)   (PC) Bring up PROMIS database in RESTRICTED mode
(43)   (PC) Update U-PASS app, owners, cap tables to reflect new PROMIS database name
(44)   (PC) move user files etc on all machines EXCEPT where site processes CEFMS – see User Move
        Activities detailed checklist.

CEFMS database changes

(45)   (FS) Access the Restructure Field Operating Activity (FOA) Screen
                [data manager screen 10.RSF, Restructure]

```
old eroc: _____   new foa: _____   old group: _____   new div: _____

                                         old dist : _____   new dist:_____
```

(46)   (FS) Execute "**CHANGE FOA/ORAGANIZATION CODE**" option. This step creates a
       rsfoa_addr.mac file under your home directory which will be used when doing the addressee_cat
       remac. If you are restructuring more than one database and using the same userid you should
       save this file under another name so you don't lose the data when it is overwritten when you run
       this same step for your other database.
(47)   (FS) LIST Generated Reports and search for ERROR. Note, all output for the steps under the
       restructure screen goes into the /usr/tools/cefms/reports/<SIDNAME> directory and start with
       "rs".
(48)   (FS) Run remac's. The APPR_PRAC, CERT_PRAC and RR_CAT run the longest and should
       be run concurrently. **Note – if the site desires, ALL of these remacs may instead be run on
       step 75 after the database rename etc is complete.**

              A. ADDRESSEE_CAT - for this remac enter:
                     cd /hqusace/s0rmffla/newmac
                     remac file $HOME/RSFOA_ADDR.MAC
              B. APPR_PRAC
                     for items B through J enter 'remac' and enter the MAC procedure name after the
                     'Type of signature?' prompt. Use the wild card symbol (%) for each of the
                     value fields
              C. CERT_PRAC
              D. CO_AMEND_CAT
              E. CUST_ORDER_ACCEPT_CAT
              F. CUST_ORDER_FINANCIAL_CAT
              G. CXFER_CAT
              H. GO_INV_CAT
              I. RF_TRANFER_CAT
              J. RR_CAT

(49)   (FS) SAACONS uses the FOA Code to set the environment when logging into CEFMS. The
       CEFMS configuration in SAACONS must be modified to change to the old FOA code.
(50)   (FS) Execute "**Change UIC CODE**" option – this step may need to be done twice – once for
       MILITARY and once for **CIVIL**.
(51)   (FS) LIST Generated Reports and search for ERROR
(52)   (FS) Execute "**Change Office Symbol**" option. Press F4 for a list of current office symbols to
       pick from. If your current office symbol is not there and your new office symbol is then you are
       done with this step.
(53)   (FS) LIST Generated Reports and search for ERROR
(54)   (FS) REMIS activities:
              ❑ logon to CEFMS database and enter: **grant restricted session to remis**;
              ❑ Contact REMIS support and have them make necessary changes
              ❑ logon to CEFMS database and enter: **revoke restricted session from remis**;
(55)   (FS) notify CEFMS Support (Bill Mordecai) to change fms scripts

(56)   (CS) modify fms script including copy under s0rmffla userid
(57)   (CS) re-create database links
(58)   (CS) notify Fred Anderson to change KTC

(59)   (FS) Notify Processing Center that sid is ready for backup and rename

CEFMS database rename, userid move on CEFMS system

(60)   (PC) Backup CEFMS database
              schedule: _____   tape number: _____

```
old eroc: _____   new foa: _____   old group: _____   new div: _____

                                          old dist : _____   new dist:_____
```

(61)   (PC) Perform Database rename of CEFMS database (see db rename checklist below)
(62)   (PC) update printers as requested by the site, check familyrc file, login template and .login files –
       may wish to modify chgbyusr script
(63)   (PC) move user files etc on machine where site processes CEFMS – checklist below

```
old eroc: _____  new foa: _____  old group: _____  new div: _____

                                      old dist : _____  new dist:_____
```

(64)   (PC) ensure id running the cron job has a correct
- ❑   control/<**SIDNAME**>
- ❑   sequence/<**SIDNAME**>
- ❑   scripts/scriptG
- ❑   cron/exp_cefms.parm
- ❑   .login

(65)   (PC) rename CEFMS support directories:
- ❑   /cefms/data/<**SIDNAME>**
- ❑   /cefms/reports/<**SIDNAME>**
- ❑   /cefms/backups/<**SIDNAME>**
- ❑   /cefms/cron/<**eroc**>* directories

(66)   (PC) move user files and CEFMS database to other site if needed (m1/l4, f4/b5, f5/b6)
        see move checklist

(67)   (PC) backup CEFMS database at new site if moved
        schedule: _____   tape number: _____

(68)   (PC) bring up CEFMS database in RESTRICTED mode

Post Rename activities

(69)   (PC) Update U-PASS app, owners, cap tables to reflect new CEFMS database name
(70)   (PC) Ensure U-PASS has change requests posted for CEFMS database
(71)   (PC) Provide site with job_class maintenance access on CYBER for doing U-PASS if CYBER
        backups might be active when U-PASS is being run.
(72)   (PC) Notify field site new database and userids are ready

(73)   (FS) Login under new userid and execute:
        setenv ORACLE_USER_PASS *old_userid/old_oracle_password*
(74)   (FS) Execute "**Change Oracle Sid Name**" option
(75)   (FS) Run the remac program for:

        A.   CUST_ORDER_ACCEPT_CAT
        B.   CUST_ORDER_FINANCIAL_CAT

        **Note, if the site did not run the remacs in step 48 then ALL remacs should be run at this
        time.** The two remacs listed above only need to be run once if all the remacs are run at this time.

(76)   (FS) Contact CEFMS Support (Bill Mordecai) to change the ORACLE userid accounts

(77)   (CS) Change the Oracle userid accounts
(78)   (CS) Notify field site

(79)   (FS) honor U-PASS change requests for CEFMS database. When logging onto the CYBER
        specify unlimitied cpu time by entering userid, password, family, ctl=unlimited at the login
        prompt. Enter "chata hp=off" before starting U-PASS.
(80)   (FS) update PC_USER_ENVIRONMENT table entries for UNAME and HOST_WORK_DIR
            (if doing own disbursing)
(81)   (FS) re-register esig cards for users running the winchecks software. (if doing own disbursing)
(82)   (FS) update c:\CEFMS\DISB\tnsnames.ora (if doing own disbursing)
(83)   (FS) Execute "**Print/View Change logs**" option and check for errors
(84)   (FS) if the site changed printer names they may need to update the CEFMS printer tables
(85)   (FS) Notify processing center

(86)   (PC) ensure archiving is on for CEFMS database

```
old eroc: _____   new foa: _____   old group: _____   new div: _____

                                          old dist : _____   new dist:_____
```

(87)   (PC) backup CEFMS database and bring up in NORMAL mode
(88)   (PC) update sequence file to ensure normal CEFMS backups are turned on and have sidstate UP
(89)   (PC) contact PROMIS support
(90)   (PC) remove job_class maintenance access on CYBER if granted earlier
(91)   (PC) Notify field site

(92)   (FS) update cron file and submit – users must modify their personal files including .login
(93)   (FS) contact CEEMIS support to ensure U-PASS requests are honored and database is updated to reflect eroc change
(94)   (FS) contact VIMS support (Steve Mosher)
(95)   (FS) contact APPMIS support (Ken Woods) so they will modify their scripts

(96)   (PC) when PROMIS team is done change the sequence file for the PROMIS database

Final cleanup

(97)   (FS) reset default roles for userids given default role=DBA in order to do Robert Richard letter activities

(98)   (PC) Bulk delete in U-PASS after conversion done (see details in site notice document).
(99)   (PC/FS) Honor U-PASS delete requests on ALL systems and databases
(100) (PC) When all old printer names are no longer in use delete the old printer entry from all systems
(101) (PC) Approx 6 mos from now, after checking with the site – remove old DNS and tnsnames entries

old eroc: _____ new foa: _____ old group: _____ new div: _____

old dist : _____ new dist:_____

DATABASE RENAME CHECKLIST (also see *STEPS TO RENAME AN ORACLE DATABASE* provided by CPC)	CEFMS	PROMIS
ensure database backup complete and correct		
with database in restricted mode, run **/usr/local/sys/db_work/create_control.sh** as oracle and collect a tracefile (probably in /oraclebase/admin/*OLDSID*/udump)		
ensure database is shutdown normally (not abort)		
save copy of data files for faster retrieval in event of problems		
prepare admin directory, rename data directories, recreate links etc... **/usr/local/sys/db_work/prep-sid-chg** *oldsid newsid archive_mountpoint*		
verify admin, data, archive directories etc all got setup ok		
using the tracefile create a newctrl.sql file : remove the first 21 lines up to the STARTUP NOMOUNT line		

change
  CREATE CONTROLFILE **REUSE** DATABASE "SID" **NORESETLOGS**...
      to
  CREATE CONTROLFILE **SET** DATABASE "SID" **RESETLOGS**		

globally change references from *OLDSID* to *NEWSID*		
comment out RECOVER DATABASE statement		
add RESETLOGS to the alter database open statement: ALTER DATABASE OPEN RESETLOGS;		
update /oraclebase/local/data/billtab to reflect new billing id and new ids that can use the sid command		
update /etc/group to provide the new billing id access to the dba group		
update /var/opt/oracle/oratab		
update /oraclebase/local/data/orasets (all systems)		

as oracle:
    orase newsid
    svrmgrl
      connect internal
      @/oraclebase/admin/*OLDSID*/udump/newctrl.sql
This should return "Statement Processed" twice and result in the database up and running under the new name if all works		

change global name of database: old value:
  select * from global_name;
  ALTER DATABASE RENAME GLOBAL_NAME TO *NEWSID*.WORLD
check it by entering:
  select * from global_name;		

update /var/opt/oracle/listener.ora		
update /var/opt/oracle/tnsnames.ora (all systems)		
update ORACLE NAMES		
Reload listener		
rename netbackup sequence file, update GLPOST wait userid		
lockout billing id from login		
Ensure archive cleanup is correct in the oracle cronjob		
Ensure correct files are setup in /oraclebase/local/aa (run setup)		
ensure old archives are backed up and then remove them		

old eroc: _____ new foa: _____ old group: _____ new div: _____

old dist : _____ new dist:_____

USER MOVE CHECKLIST	CPC WPC	41 21	21 25	22 26	23 29	24	25
check on disk space used by userids within eroc, ensure "u" disks have room and estimate space needed for archives							

Setup backup directory on disk with lots of space   s-disk:
  (eg: mkdir /<host>.<sdisk>/arc_<dist>)
        ln –s /<host>.<sdisk>/arc_<dist> /arc_<dist>							

Create script files for user conversion
   cd /usr/local/sys/user_work
 	
   ./bld_chgbyusr –e *old_eroc* **–f** *new_foa* **–g** *old_group* **–d** *new_div*
 	
   (e.g. ./bld_chgbyusr –e c0 –f g7 –g mrd –d nwd)							

Backup userids home directories to archive directory created earlier **cat /tmp/usrs2chg.**<old eroc>**|xargs -i ./bkup_user {} /arc_**<dist>							
Perform user move / change **/tmp/usrs2chg.**<old_eroc>**.2**							
Convert accounting records: **chgja –e** *old_eroc* **–f** *new_foa*							
Update **/etc/group** – any userid's with secondary group memberships							
Update /etc/cron.d/**cron.allow**							
Update any links in **/usr/local/bin**							
Put out /etc/warn.<old_eroc> and Update **/etc/.login** to remind users to use new ids							

MOVE DB/USERS to other SITE (m1/l4, f4/b5, f5/b6):	
setup appropriate filesystems for database at receiving site	
ensure system has enough semaphores / shared memory / ptys if adding more load on system	
ensure /usr/tools/ush.env template files are setup correctly	
add users to system via bulk load in U-PASS there may be users from other groups , best to add all users with CEFMS/PROMIS db capabilities	
change U-PASS entries for SIDs to reflect correct host	
move user files (bkup_user / restore_user scripts)	
move user accounting (gen_batin, run_batadd scripts or cut/paste/redo_usrp)	
compress the database files on sending site	
transfer database files	
tar up the admin directory, transfer and extract, correct arch directory pointer	
ensure root pointers for SID exist	
ensure printers are defined	
update entries in /var/opt/oracle files (tnsnames.ora, listener.ora, oratab)	
update orasets files on all systems	
update billtab	
change DNS entries	
change CDCNET utgs (if any)	
/etc/familyrc files	
move cronjob(s), update cron.allow	
move CEFMS reports directory and data for SID	
move CEFMS data directory and data for SID	
move /cefms/cron/<eroc> * directories	
fms script must be updated – done by Huntsville	
ensure backup sequence file is created	

```
old eroc: _____   new foa: _____   old group: _____   new div: _____

                                            old dist : _____   new dist:_____
```

lock billing id	

```
old eroc: _____   new foa: _____   old group: _____   new div: _____
```